

## Script for MOCABI introduction to client

The following script should be read to the client before you start your assessment. It is important to use wording that the client will understand. If further clarification is needed, avoid using words that may put the client on the defensive.

**Say to the individual:** I am here to do this interview to make sure that you get the help that you need; or continue to get the help that you need. Basically, we are trying to find out what you can do on your own and what you need help with doing.

**Say to the individual:** Now I am going to ask you to remember 3 words. I will ask you to tell me these words again later in the interview. The words I want you to remember are.... Chair..... Apple..... Bird. (make sure to pause before saying the words and in between each word).

**Say to the individual:** After you complete the Personal Data Sheet I will ask you some questions about your life. Please answer as many of these questions as you can.

**Say to the Informant:** I ask that you tell me if you disagree with any of the applicant's comments or you have anything to add. If you say nothing I will assume you agree with the applicant's statement regarding that question. The first part of the interview is a questionnaire for the individual to complete, please do not help them with any of the questions. I will let you know when your portion of the interview begins.

### Introduction Personal Data Sheet:

**Say to the individual:** This is not a test, there are no wrong answers, and I am not timing you. However, I do need you to complete as much of this page as possible without help from any other person to answer the questions. If you do not understand the question please ask, and I will assist you.

**Do:** Draw a star and/or point at the word “**start**” prior to passing the booklet to the individual. If the individual is obviously struggling to read the instructions, and appears lost, offer to assist if minimal assistance to read is needed. **Do not** take the booklet from the applicant, as he/she will need to follow directions. Do not offer to assist before the individual makes the attempt on his/her own to complete the data page, so that observations can be noted on the summary page. If the individual is unable to read do not read the instructions to him/her. Let the individual continue writing if able to do this portion or ask him/her to write his/her name if unable to read instructions. If the individual appears to be stuck after reading the sections, rephrase the questions for the individual. If the individual is unable to complete any portion of the assessment independently due to severe disabilities, draw a diagonal line across the page sign and date with the phrase “individual is unable to complete”. In the event the individual can answer questions, but refuses do not draw a line with this statement. Instead, draw a line and initial. Note on the summary page that the individual is able to give personal data on a routine basis (per informant or previous observation) but refused to participate during this interview.

**Say to the informant:** For the remainder of this interview, please provide input after the individual has given his/her initial response to each question. If you do not respond, I will assume that you agree with his/her response.